

# **EXPRESSION OF INTEREST (EOI)**

**From**

**Consultants/Firms/Agencies for Planning/Design with Preparation  
of BOQ/Tender Document/ Schematic Design of an ETP**

**At**

**Industrial Complexes  
of**

**J&K STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.  
(A Public Sector Undertaking)  
CONSTRUCTION DIVISION  
HAFT CHINAR SRINAGAR.**

**Phone No.'s :- Off. – 01942431256/01942311032**

**S E Mob No 09419004451**

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**JAMMU & KASHMIR STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.  
HAFT CHINAR SRINAGAR.**

**Phone No.'s:- Off. – 01942431256/01942311032**

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**INVITATION OF EXPRESSION OF INTERESTS (EoI's)  
For  
CONSULTANCY FOR ETP**

Expressions of Interests (EoI'S) are invited for appointment of a Consultant for the Planning/Design with Preparation of BOQ/Tender Document of Industrial Effluent Treatment Plant (ETP's) at Industrial Complexes of J&K SIDCO in J&K State at Khunmoh/Rangreth in Kashmir Division and Bari Brahmana/Samba in Jammu Division.

The Agency will be selected through two stages of competitive bidding process, i.e. Technical Bids and the Financial Bids. The details of eligibility criteria, Information Memorandum, Criteria and Guidelines for Evaluation and other terms/conditions are available at the office of the Superintending Engineer J&K SIDCO from 01-10-2012 to 29-10-2012 against Cash Payment/DD for Rs. 1000.00 (non-refundable) drawn in favour of Finance Manager, J&K SIDCO Srinagar. Tender Documents would also be available at website (jksidco.org). In case the document is downloaded from the website, DD for Rs. 1000.00 should accompany along with Bid Document.

The eligible Consultant/Organizations/Agencies, interested in rendering their services may submit Technical and Financial bids in sealed envelopes, super scribing the title of the project upto 15-11-2012 to the Superintending Engineer, Construction Complex, Haft Chinar, Srinagar, J&K. In case the day falls on a holiday, the next working day will be considered as the last day and will be opened on 15-11-2012 at 3 P.M in the presence of representatives. The Corporation has the right to reject or accept any or all the offers without assigning any reason.

No. :-

Dated :- 25-09-2012

**Sd/-  
Superintending Engineer**

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## SCHEDULE OF EVENTS

### **Expression of Interest (EOI) from Design Consultants for Planning/Design with Preparation of BOQ/Tender Document/ Schematic Design of ETP's at various Industrial Complexes of J&K SIDCO.**

Issue of Advertisement inviting EOI	25-09-2012
Date of Issue of Information Memorandum along with Criteria & Guidelines for Evaluation and Application Format	01-10-2012
Last date for Issue of Information Memorandum along with Criteria & Guidelines for Evaluation and Application Format	29-10-2012
Last Date & Time for receiving Expression of Interest in the prescribed format (in sealed two covers)	15-11-2012
Date for opening of Expression of Interest (Technical Bid only )	15-11-2012
Presentation by prospective Consultants/Agencies.	To be decided by CSC
Date of opening of Financial offers of Expression of Interest of the short listed qualified applicants	To be decided by CSC

**INFORMATION MEMORANDUM  
FOR**

**Planning/Design with Preparation of BOQ/Tender Document of an ETP at  
various Industrial Complexes of J&K SIDCO.**

**1.1 INTRODUCTION:**

J&K SIDCO Ltd., A Govt. of J&K Enterprise is engaged in the development and upgradation of industrial Infrastructure in the J&K State. J&K SIDCO maintains and upgrades several industrial estates spread over hundreds of acres of land in Kashmir as well as Jammu Divisions of J&K state. This organization develops new industrial estates from time to time to cater to the demand from industrial entrepreneurs.

The various Industrial Complexes are spread over hundreds of acres of land in the state of J&K. The requisite basic civic infrastructure by way of black topped road network, drainage network and power network is already in place at doorstep most of the units in these complexes. In the first instance , following complexes are being proposed to be equipped with Latest Scientific Effluent Treatment System in phased manner.

S.No.	Name of the Industrial Complexes	Land area under the Complex (Acres)
1	IGC Samba	388
2	I/C Bari Brahmana	875
3	I/C Rangreth	144
4	I/C Ompora	125
5	Food Processing Park Khunmoh	20
6	I/C Khunmoh (Phase I-II)	125

## 1.2 Scope of Work

The consultant's scope of work for the proposed study shall include but not limited to the following:

- Acquisition of environmental , topographical, geographical and meteorological data.
- Evaluation of existing infrastructure, drainage conditions and waste removal systems.
- Identification and selection of the possible location of the Effluent Treatment Plant.
- Review of the development programs of various civic agencies to ensure compatibility and synchronization with their programs.
- Comprehensive recommendations to ensure environmental compliance in totality.
- Finalisation of combined effluent parameters of common effluent from all Industrial Estates of J&K SIDCO and capacity of ETP in consultation with J&K SIDCO.
- Preparing process flow drawing and layout for the Effluent Treatment Plant system.
- Preparing Civil structural drawings of required tanks and allied requirements for the Effluent Treatment Plant system.
- Preparing specifications and requirements of Mechanical equipments.
- Preparing specifications and requirements of Electrical Equipments.
- Preparing Tender Documents and Bill of Quantities for execution.
- Assisting J&K SIDCO in Tender offer evaluation and finalization.
- Verification of Equipments brought by the Executing Agency.
- Inspection of execution of works and commissioning of system by the executing agency.
- Requirement of Lab Equipments/Glasswares/Chemicals including manpower to run the ETP.
- Preparation of Detailed plan for Operation and Maintenance of the plant for an initial period of 1 year after the successful testing and commissioning of the plant.
- Preparation of detailed workplan of SPV (Special Purpose Vehicle) to be created for permanent O &M of the plant to ensure responsible transfer of O&M of the plant from Executing/Implementing agency in the hands of SPV.
- The DPR must highlight non-recurring/recurring expenditure for atleast first five (05) years to run the plant successfully.
- The DPR should have the provision of expansion of an ETP on the basis of present and future requirement.

### 1.3 INFORMATION TO APPLICANTS:

The Corporation invites EoI from Design Consultants for Planning/Design with Preparation of BOQ/Tender Document of an ETP at various Industrial Complexes of J&K SIDCO. The Expression of Interest has to be submitted in two separate sealed covers in accordance with the procedure as detailed hereunder :-

#### 1.3.0 Single stage – two envelope procedure

- (i) The bid shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of J&K SIDCO without being opened
- (v) J&K SIDCO shall evaluate the technical proposal in a manner prescribed in section 2 of this document, without reference to the price and reject any proposal which does not conform to the specified requirements.
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted.
- (vii) After the evaluation and approval of the technical proposals, J&K SIDCO shall publicly open the financial proposals of the technically accepted bids only within the bid validity period. The financial proposals of bids found technically non-responsive shall be deemed cancelled/shall not be entertained.

#### 1.3.1 The Technical Proposal

The Technical Proposal shall contain the following:

- Cover Letter (maximum two pages excluding necessary attachments)- EMD in the shape of CDR/Bank Guarantee valid for atleast 3 months /FDR in the name of Executive Engineer Division II J&K SIDCO.
- Experience of the firm (maximum two pages introduction of the firm and associate firm(s) background and general experience, and maximum 20 pages listing completed projects illustrating firm and associate firm(s) experience. No promotional material should be included)
- General approach, methodology, work and staffing schedule (maximum 20 pages inclusive of charts and graphs)
- Experts' CVs (no limit but preferably should not exceed five (5) pages for each experts' CV)
- The Technical Proposal shall contain information indicated in the following paragraphs. Such information must be provided by the Consultant and each Associate.
- A brief description of the organization and outline of experience of the Consultant and each Associate on assignments of a similar nature is required. (attached in Annexure I). For each assignment, the outline should indicate inter alia, the assignment, contract amount and the Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporate entity or as one of the major participating consulting firms within an association.
- Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's Associate(s).
- A Staffing Schedule (Form-2-Annexure I) indicating clearly the Team Composition and the task assignments in the firm/company.
- Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment

- The Technical Proposal shall not include any financial information. Technical Proposals containing financial information shall be declared non responsive.

The name, age, nationality, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the project, should be presented in the CV format shown in Form 3.

The Client requires that each expert confirm that the content of his/her curriculum vitae (CV) is correct and the experts themselves should sign the certification of the CV. However, in particular cases, the Client may accept a senior officer of the Consultant signing the CVs on behalf of the experts. If, for valid reasons, the experts are unable to do so, and the Consultant's Proposal is ranked first, copy of the CVs signed by the experts concerned must be submitted to the Client prior to commencement of contract negotiations.

#### **1.4 FINANCIAL PROPOSAL**

All information provided in Consultants' Financial Proposal will be treated as confidential. The Financial Proposal must be submitted in hard copy using the format shown in Form(5).

Form-5 summarizes the proposed cost(s) by currency(ies) and the figures provided therein will be read out aloud at the public opening of Financial Proposals.

Both the sealed covers super scribing the respective title, should be put in outer cover and submitted to Managing Director, J&K SIDCO. The eligible applicants shall be given preliminary data of the Industrial Complexes, viz total number of operational units with line of activity etc. to Plan/Design the required ETP at various Industrial Complexes of J&K SIDCO.

Collection of any data, Technical or Otherwise if not available shall be the sole responsibility of the successful consulting agency. However the Corporation shall facilitate the successful agency to collect such information through its technical/managerial offices as and when required. The successful applicants should be willing to sign an agreement with the Corporation. Interested Applicants can inspect the Complexes mentioned above. However, a site visit to Industrial Estates can be arranged by Corporation on a written request from the prospective party/parties on the dates of inspection.

#### **1.5 ELIGIBILITY OF APPLICANTS**

The Applicants should satisfy the following criteria for eligibility to submit EOI :

- Applicants should have minimum ten years experience in Planning/Design of ETP's.
- The average annual turnover (past 3 years) of the consulting firm/agency/organization should be Rs. 100 Lacs.
- Successful consultancy of completion of atleast 5 No. ETP's of varied nature of effluent of 200-1000 KLD capacity.
- Completion certificate issued by the officers above the level of Executive Engineer or equivalent and above shall only be entertained. All other requisite registration certificates issued by the concerned Govt. Departments. Any deficiency on this account shall be sole responsibility of the consulting agency before and after award of contract.
- Applicants should have a elaborated Plan for Planning/Design of an ETP keeping in view the climatic conditions of the Kashmir region round the year.
- Quality of presentation and Design Plan will be an important factor in selecting the Applicant and subsequent opening of financial offer.



## 2 CRITERIA AND GUIDELINES FOR EVALUATION & SELECTION

Evaluation of the Applicants Capabilities and Design Plan qualification of EOI will be done by the Client's Consultants Selection Committee (CSC) and will be responsible for evaluation and ranking of Proposals received constituted by the Corporation. Evaluation will be by a pointing system, where weightage is given for different parameters. The parameters are given below :

**Table-E**

<b>Parameters</b>	<b>Points to be Awarded</b>
Proven Experience specific to ETP's	30 points
Annual Turnover	10 points
Presentation before evaluation committee to explain plan for design of various ETP's reflecting relevant features concerning the instant assignment in detail.	40 points
Qualification and experience of the Proposed Technical Staff	20 points
<b>Total Points</b>	<b>100</b>

Applicants should satisfy basic criteria of experience, turnover. Applicants should score atleast 70 points for being considered for award of contract. The financial offers of unsuccessful applicants will be returned without opening. The financial offers of the selected three Applicants based on points scored (top three) will be opened.

Managing Director, J&K SIDCO reserves the right to accept / reject any Expression of Interest from the Design Consultants without assigning any reasons whatsoever. His decision is final and binding on all the parties.

The CSC will evaluate and rank the Technical Proposals on the basis of Proposals' responsiveness to the TOR using the evaluation criteria and points system. Each Technical Proposal will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum technical mark of 70 from the maximum of 100 points

A Technical Proposal may not be considered for evaluation in any of the following cases:

The Technical proposal is not accompanied with EMD of Rs. 20000.00

The Technical Proposal includes details of costs of the services; or

The Technical Proposal reached the Client after the submission closing time.

After the technical evaluation is completed, the Client shall notify the Consultants whose Proposals did not meet the minimum qualifying technical mark or the Consultants whose Technical Proposals were considered non-responsive to the requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. The Client shall simultaneously notify, in writing the Consultants whose Technical Proposals received a mark of 70 or higher, indicating the date, time, and location for opening of Financial Proposals (Consultants' attendance at the opening of Financial Proposals is optional).

## **4 SCHEDULE OF PAYMENT**

**4.1** Rs. 20000.00 advance per project assignment on signing of contract.

**4.2** On submission of Draft DPR highlighting all structural/architectural/mechanical/electrical/civil and other relevant details – 15% of the total fee payable (50% of advance payment to be deducted at this stage)

**4.3** On submission of DPR highlighting all structural/architectural/mechanical/electrical/civil and other relevant details – 15% of the total fee payable (50% of advance payment to be deducted at this stage)

**4.3** On preparation of tender document, BOQ and floating of tenders – 20 % of the total fee payable (50% of advance payment to be deducted at this stage)

**4.4** On fixation of contract with the prospective agency to be engaged for execution of the project through open bidding system – 10% of the total fee payable

**4.5** Balance payment on account of fee payable shall be related to the progress of the project as follows –

- (a)** 10 % of the total fee payable on  $\frac{1}{4}$  th physical/financial progress of the project assignment.
- (b)** 10 % on  $\frac{1}{2}$  physical/financial progress of the project assignment.
- (c)** 5% on  $\frac{3}{4}$  th physical/financial progress of the project assignment.
- (d)** 5% on successful commissioning/testing of the project assigned.
- (e)** 10 % of the fee payable on completion of DLP of the project.

Note: - Payments on account of putting layout on ground and submission of 3 sets of approved drawings/revisions and revised drawings thereof shall be part of this fee.

## **5 AWARD OF CONTRACT**

After completion of negotiations, the Client shall award the contract to the selected Consultant and promptly notify the other Consultants who submitted Proposals that they were unsuccessful.

## **6 Performance Guarantee**

The successful bidder will have to furnish a performance guarantee for an amount to be decided by the CSC subject to maximum of 5% of expected cost of contract.

## **7 TERMS FOR EXECUTION OF THE ASSIGNMENT**

- The Consultant must have the authority of his client before initiating action on any stage of the project/work.
- The Consultant shall be fully responsible for the calculations, detailed design and the supervision of the work done entrusted to them.
- All the stages of the work shall be completed by the Consultant and the necessary approval given by the client according to the time schedule mutually agreed upon.
- The consultant will advise the client “Time schedule/Work progress chart” prepared by him for the completion of work, if required.
- The Consultant shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the client.
- The Consultant shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection in regard to such works

as may be necessary to ensure that works are being executed in accordance with contract documents and shall endeavor to guard the owner against the defects and deficiencies in the work of the contractor.

- The consultant shall make necessary revisions as may be required by the client in the drawings and other documents submitted by him at the concept stage. Any subsequent revisions in the drawings and documents, once approved, required to be made by client shall be compensated as additional services rendered by the Consultant.
- No change shall be made by the approved drawings and specifications at site without the consent of the consultant and the client.
- The drawings, specifications and the documents as instruments of services are the property of the Client whether the project, for which they are made, is executed or not. They shall not be used for any other project except with the written consent of the Client.
- The client shall have the liberty to postpone or not to execute any work and the consultant shall not be entitled to any compensation for non execution of the work except the fees which are payable to the consultant upto the stage of the services rendered.
- In the event of the failure on the part of the consultant to complete his work or the client to give their approval and/or make payments within the time specified in the time schedule or in the event of either of the parties committing a breach of any one or more of the terms and condition of engagement, the aggrieved party shall be entitled to determine the agreement without prejudice to its rights to claim damages or remedies under the law. The period of notice to be given to determine the agreement will be 30 days.
- In the event of the consultant's firm closing its business, the client shall have the power to employ the another consultant to complete the work after payment has been made to the earlier firm upto the stages of services rendered.

## **8 INTERPRETATION**

In case of any ambiguity in the interpretation of the conditions of the engagement and scale of charges, the interpretation of the Superintending Engineer J&K SIDCO will be final and binding on the parties to the conditions of engagement.

## **9 ARBITRATION**

All disputes or differences, which may arise between the client and the consultant under condition of engagement read with scale of charges, with regard or interpretation or matter or things done or to be done on pursuance thereof, such disputes and differences shall be referred for arbitration to the Managing Director J&K SIDCO whose decision and award shall be binding on both the parties.

## **10 LEGAL REMEDIES**

In case the arises any need for any judicial intervention it will be subject to the jurisdiction of the Jammu and Kashmir High Court of jurisdiction of Srinagar.

## **11 DISCLAIMER**

All information contained in this, Expression of Interest (EOI) subsequently provided / clarified are in good interest and faith. This is not a agreement and is not an offer or invitation to enter into an agreement of any kind with any party.

Each applicant should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this Expression of Interest keeping in view the climatic/financial/market conditions of the region. Applicants should make their own independent investigation in relation to any additional information that may be required. Applicant should make their own due diligence of the industrial infrastructure while preparing the Design Plan for Planning/Design with Preparation of BOQ/Tender Document of ETP's at various Industrial Complexes of J&K SIDCO.

**ANNEXURE I  
FORM -1  
FIRM'S REFERENCES**

Relevant Services Carried Out That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:	
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):	
Name of Client:		No. of Staff:	
Address:		No. of Staff-Months; Duration of Assignment:	
Start Date (Month/Year):	Completion (Month/Year):	Date	Approx. Value of Services (in Rs.):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:	
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

**Firm's Name:** \_\_\_\_\_

**FORM -2**  
**TEAM COMPOSITION AND TASK ASSIGNMENTS**

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

**FORM -3**  
**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment.]*

\_\_\_\_\_

Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

\_\_\_\_\_

Projects:

*[Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]*

\_\_\_\_\_

Publications:

*[Give relevant scientific publications of the staff member in International Journals.]*

\_\_\_\_\_

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

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Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



Form - 4  
**Cover One**  
**(Technical Bid)**  
**CAPABILITY OF APPLICANT**

From,

.....  
.....  
.....

To,

The Executive Engineer,  
Construction Division 2<sup>nd</sup>,  
Haft Chinar,  
Srinagar, Kashmir, J&K,INDIA

1.	(a)	Name and address of the Applicant / Company / Organisation	
		Bank Draft No. & Date	
		Name of Bank	
		Bank Draft Amount	
	(b)	Telephone	
	(c)	Fax	
	(d)	Email ID	
	(e)	Website	
2.	(a)	Name of the CEO / Contact person	
	(b)	Phone / mobile	
	(c)	Email ID	
		Description of proprietorship / Partnership/ Shareholder/Ltd. Co	
		Latest Income Tax Clearance Certificate & PAN No.	

### 3 EXPERIENCE

S.No.	Location & Address	Year of establishment	Type of ETP	Capacity of the Plant
a)			i. ii. iii. iv.	
b)			i. ii. iii. iv.	
c)			i. ii. iii. iv.	

### 4 Networth Statements and Liquid Resources ( to be supported by Chartered Accountants / Bankers Certificate / Self Certificate )

S.No.	Particulars	Amount (Rs.lakhs)
A)	Net Worth	
B)	Liquid Resources	

- 5 Plan for Design with Preparation of BOQ/Tender Document of an ETP at various Industrial Complexes of J&K SIDCO.( Have to make presentation to the Evaluation Committee, keeping in view the climatic conditions of Kashmir region round the year.) :**
  
- 6 Any other information .**
  
- 7 List of documents enclosed.**

**Signature & Date of the  
Authorized Signatory with Official Seal**

**Cover Two**  
**(FINANCIAL OFFER)**

From,

.....  
.....  
.....

To,

The Executive Engineer,  
Construction Division 2<sup>nd</sup>,  
Haft Chinar,  
Srinagar, Kashmir, J&K,INDIA

<b>1</b>	Name & Address of the Applicants / Company / Organisation	
<b>2</b>	Overall Cost for Planning/Design with Preparation of BOQ/Tender Document/Schematic Design of ETP at various Industrial Complexes of J&K SIDCO.	To be filled by the Offerer.
<b>3</b>	Validity of the Financial Offer.	_____ years _____ months _____ days
<b>4</b>		
<b>5</b>		

Note :- Rates of the Consultancy should be inclusive of all taxes, Transportation, Lodging, Boarding, etc

**Signature & Date of the  
Authorized Signatory with Official Seal**

### TENDER ISSUES DETAILS

NAME OF WORK:	Expression of Interest For Planning/Design with Preparation of BOQ/Tender Document/ Schematic Design of ETP at various Complexes in the J&K State.
EARNEST MONEY DEPOSIT:	Rs. 20000.00 in form of DD / FDR/CDR in favour of Finance Manager, Haft Chinar, J&K SIDCO, to be attached with technical bid.
VALIDITY OF THE TENDER:	_____ days from actual date of opening of the tender.
PAN NO. OF BIDDER:	Copy to be submitted with tender document.
SECURITY DEPOSIT:	Rs. _____
TIME LIMIT:	The Consultancy Job is to be completed within 3 months of award of contract.
TENDER FEE:	Rs. _____ by Cash/ DD in favour of J&K State Industrial Development Corporation, Srinagar
TENDER ISSUE DATE:	
PRE BID MEETING: DATE: TIME: VENUE:	
LAST DATE & TIME OF RECEIPT OF TENDER:	
OPENING OF FINANCIAL BID:	The date of opening of financial bid will be informed to the eligible bidders separately.
OPENED BY:	
TENDER TO BE SUBMITTED BY:	
NAME OF BIDDER & ADDRESS:	
DETAIL OF TENDER FEE:	